

**Summary**  
**NELAC Board of Directors Teleconference**  
**October 18, 1996**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) convened by teleconference on October 18, 1996 at 1:30 pm. This meeting was led by its chair, Dr. Eldert C. Hartwig, Jr., of the Florida Department of Health and Rehabilitative Services. The list of action items is given in Attachment A. The list of participants is given in Attachment B. The meeting agenda is given in Attachment C. Materials distributed to the Board included the agenda, a draft program for the National ISO 14000 and Environmental Standards Integration Conference (February 17-19, 1997), candidate NELAC logos, and materials relating to a possible article for *Today's Chemists At Work*.

**DISCUSSION OF ASQC PROGRAM**

Dr. Hartwig introduced Mr. Gary Johnson of the Environmental Protection Agency's (EPA) Quality Assurance Division and co-chair of the American Society for Quality Control (ASQC) Conference (agenda item 1). Mr. Johnson gave a brief overview of the conference, noting that one of four conference tracks was devoted to NELAC activities. During the discussion, several suggestions were made for appropriate individuals who might be speakers and/or panelists at the conference. It was agreed that the regulatory focus of NELAC should be clearly explained to minimize confusion.

Based on this discussion, it was agreed that:

- ! Sessions T23 and T13 should be combined for laboratory and State representation issues;
- ! Sessions T33 and T43 should be combined;
- ! Session T23 should be presented very early; and
- ! Sessions T22 and T23 (in different tracks) should be carefully coordinated to ensure a general understanding of the essential differences in accreditation under NELAC and ISO 14000. Ms. Carol Batterton will collaborate with Dr. Robert Stephens to develop an appropriate discussion.

**NELAC LOGO PROGRESS**

For discussion of the preliminary results of the NELAC logo development, Mr. Al Eckert, who works with Dr. Mike Volz, chair of the Membership and Outreach Committee, was included in this teleconference. Following general discussion, it was agreed that the logo search should continue, with emphasis on a simple, unique image. Ms. Jeanne Mourrain, NELAC director, will obtain the services of a professional graphics designer and work with the Membership and Outreach Committee and the Board to have a set of logos ready for voting by the conference.

**AMERICAN CHEMICAL SOCIETY ARTICLE REQUEST**

Ms. Mourrain relayed a request from the American Chemical Society (ACS) for an article to be

included in a future issue of *Today's Chemist at Work*. After discussion of the target audience, the intent of the periodical, and ideas to include in such an article, Ms. Pauline Bouchard and Dr. Stephens volunteered to draft an article for the Board's review.

## **STATUS OF COMMITTEES**

It was confirmed that the chairs of each of the standing committees plan to have their section of the Standards ready for voting at the next Annual Meeting (July 1997).

The issue of session training and assessor checklists is being addressed. Mr. Ted Coopwood related the state of work in progress to develop a training manual, which should be drafted prior to the Interim Meeting. Members agreed to share checklists from their States with Mr. Coopwood to accelerate development of assessor materials.

## **INTERIM MEETING STATUS**

The date of the Interim Meeting has been moved to Monday-Wednesday, February 3-5, 1997, with the meeting of the Environmental Laboratory Advisory Board (ELAB) scheduled for Thursday, February 6, 1997. Mr. Coopwood relayed to the Board his observations from a recent site visit to the Bethesda Hyatt Hotel. Contract negotiations are in progress.

## **LETTER ON PROFICIENCY TESTING**

A draft statement on the States' position on EPA's proposed proficiency testing (PT) program was discussed. Ms. Batterton and Ms. Bouchard volunteered to extend and refine the ideas; members may give their recommendations directly to Ms. Batterton.

## **FACILITATION SERVICES**

Ms. Mourrain raised the desirability of Research Triangle Institute (RTI) providing assistance at the national meeting by facilitating committee sessions. Several favorable comments were received with the understanding that the facilitator could ensure open, focused discussions in cooperation with the chair, who would focus on substantive issues. It was recommended that the chairs use the RTI facilitators for the Interim Meeting.

## **NEXT TELECONFERENCE**

The next teleconference of this Board is scheduled at 1:30 pm Friday, November 15, 1996.

**Attachment A**

**ACTION ITEMS  
NELAC Board of Directors Teleconference  
October 18, 1996**

<b>ACTION</b>	<b>Date Completed</b>
<b>Ms. Carol Batterton</b> will develop an explanation of the essential differences between NELAC and ISO 14000 with <b>Dr. Robert Stephens</b> .	
<b>Ms. Pauline Bouchard</b> and <b>Dr. Stephens</b> will draft an article on NELAC for submittal to <i>Today's Chemist at Work</i> .	
<b>Ms. Batterton</b> and <b>Ms. Bouchard</b> will draft the states' position on EPA's PT program.	

**LIST OF PARTICIPANTS**  
**NELAC Board of Directors Teleconference**  
**October 18, 1996**

<b>Name</b>	<b>Affiliation</b>	<b>Telephone Numbers</b>
Ms. Carol Batterton	Texas Natural Resource Conservation Commission	T: 512/239-6300 F: 512/239-6307
Dr. Charles Brokopp	Utah Div. of Laboratory Services	T: 801/584-8406 F: 801/584-8486
Jim Cigler for Dr. Belinda Collins	National Institutes of Science and Technology	T: 301/975-4000 F: 301/963-2871
Mr. Ted Coopwood, Executive Secretary	EPA, ORIA	T: 202/233-9358 F: 202/233-9651
Mr. Al Eckert	California Department of Health Services	T: 510/540-2408 F: 510/540-3075
Dr. Eldert C. Hartwig, Chair	Florida Dept. of Health & Rehabilitative Services	T: 904/791-1550 F: 904/791-1567
Mr. Gary Johnson	EPA, QAD	T: 919/541-7612 F: 919/541-4101
Ms. Jeanne Mourrain, Director	EPA	T: 919/541-1120 F: 919/541-4101
Dr. Robert Stephens	California EPA	T: 510/540-3003 F: 510/540-2305
Dr. Gene Tatsch, Support Contractor	RTI	T: 919/541-6939 F: 919/541-7386

**AGENDA FOR  
NELAC Board of Directors Teleconference  
October 18, 1996**

1. ASQC National ISO 14000 and Environmental Standards Information Conference.  
Discussion with Gary Johnson regarding NELAC presentations.
2. NELAC logo contest - preliminary results from Mike Volz.
3. ACS request for an article outlining NELAC progress.
4. Status of committees - membership and progress.
5. Interim Meeting status - non-profit partner and revised date.